



Indiana Criminal Justice Institute  
Youth Division  
Safe Haven Grant Program  
Grant Review and Scoring Matrix

Reviewed By: \_\_\_\_\_

Applicant: \_\_\_\_\_ Tracking Number: \_\_\_\_\_ Attended Training: \_\_\_\_\_

Project Title: \_\_\_\_\_ New Program: \_\_\_\_\_ Continuation Program: \_\_\_\_\_ Number of Years: \_\_\_\_\_ Compliance: \_\_\_\_\_  
Previous Funding Amt: \_\_\_\_\_ Site Visit Paperwork \_\_\_\_\_

Requested Funding: \_\_\_\_\_ School Resource Officer: \_\_\_\_\_ Evidence Based Program: \_\_\_\_\_  
Letters of Support: \_\_\_\_\_

Description	Maximum Points Allowed	Score
Executive Summary	5 Points	
Needs Assessment	20 Points	
Problem Statement, Goals, Objectives	24 Points	
Implementation Plan	10 Points	
Evaluation/Internal Assessment	15 Points	
Sustainability/Future Plan	11 Points	
Matching	5 Points	
Budget	5 Points	
Penmanship	5 Points	
<b>Total Score</b>	<b>100 Points</b>	

Grant Manager's Notes of previous grant: \_\_\_\_\_

### Executive Summary

0 Points	3 Points	4 Points	5 Points	Total Points	Comments
Applicant did not follow instructions, copied and pasted from other sections.	Applicant included 3 out of 6 of sections in a concise and understandable manner	Applicant summarized 5 out of 6 sections in a cohesive manner	Applicant summarized all sections, summary was less than 2 pages and free of typos.		

### Needs Assessment

0 Points	3 Points	7 Points	10 Points	Total Points	Comments
The application does not describe the problems to be addressed in the body of the assessment.	The application describes the problems to be addressed in the body of the section.	The application describes the problem within the first paragraph and supports the statement with research.	Applicant describes the program in a concise and fluent manner (beginning, middle and end) including all data.		
0 Points	3 Points	7 Points	10 Points	Total Points	Comments
Does not include any statistical data. If continuation, applicant does not include previous year program data or an overview of program.	Includes limited statistical data that is not local. If continuation-the application includes focus area and previous year program data.	Includes specific (local) data related to the problem and if continuation-the application includes an overview of previous program, including supporting data	Includes local officials and private/public agencies. Includes how funding will alleviate the problem. If continuation-the application indicates how program has met objectives and resulting impact. Addressed issues that prevented successful completion of goals.		

### Program Description, Goals, and Objectives

0 Points	4 Points	6 Points	8 Points	Total Points	Comments
Applicant did not identify the area of need. Did not include activities already in place.	Program description is too vague, if new program, it isn't named. Vague info on the activities in place.	Applicant identified area of need, included program name and indicated specific programs in place.	Applicant clearly identifies the area of need, included program information/where program was found. Applicant clearly indicated the programs in place and how this will supplement.		
0 Points	4 Points	6 Points	8 Points	Total Points	Comments
Goal(s) was confused with objective and too specific w/time constraints. Goal unrelated to the needs assessment.	Goal(s) is timeless, related to the needs assessment, but doesn't seem realistic.	Goal(s) is timeless, realistic, understandable and related to the needs assessment.	Goals are timeless, realistic, understandable, related to the needs assessment, and measurable.		
0 Points	4 Points	6 Points	8 Points	Total Points	Comments
The SMART objectives are not specific, measurable, achievable, realistic or time-bound.	The SMART objectives are specific and time-bound but not measurable, achievable, or realistic.	The SMART objectives are specific, time-bound, and measurable but not achievable or realistic.	The SMART objectives are specific, measurable, time bound, achievable and realistic.		

### Implementation Plan

0 Points	4 Points	7 Points	10 Points	Total Points	Comments
Application does not describe how the program will be structured and operated nor does it include a timeline of activities.	Application describes how the program will be structured and operated, but does not include a timeline of activities.	Application describes how the program will be structured and operated and includes a timeline of activities to include a concrete start date.	Application describes how the program will be structured and operated, including a timeline of activities and what projected resources are needed.		

### Evaluation and Internal Assessment

0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application does not describe the data to be collected or a record keeping process.	Application describes the data to be collected but not a record keeping process.	Application describes the data to be collected and a record keeping process.	Application describes the data to be collected and the record keeping process needed to support the SMART objectives.		
0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application does not provide benchmarks or monitoring progress toward SMART objectives.	Application provides benchmarks aligned with SMART objectives.	Application provides benchmarks aligned with SMART objectives and monitors progress toward reaching them.	Application provides benchmarks aligned with SMART objectives. Program effectiveness is monitored and adjusted as needed.		
0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application does not include how the data will be collected and analyzed. It does not identify the individual(s) responsible for the evaluation plan.	Application explains how the data will be collected and analyzed. The plan does identify the individual(s) responsible for the evaluation plan.	Application explains how the data will be collected, analyzed, and communicated. The plan does identify the individual(s) responsible for the evaluation plan.	Application explains how the data will be collected, analyzed and communicated. The plan does identify the individual(s) responsible for the evaluation plan and includes a process for revising the plan as needed.		

### Sustainability/Future Plans

0 Points	4 Points	7 Points	11 Points	Total Points	Comments
Application has no plan on how to continue after grant funding has ended. States program is looking.	Applicant describes a plan for continuation after grant funding has ended, it does not include any evidence that the plan is being implemented.	Applicant describes a plan for continuation after grant funding has ended with evidence the plan is being implemented, but does not identify future funding sources.	Application describes a plan for continuation after grant funding has ended with evidence that the plan is being implemented including sources of future funding.		

**Matching Funds**

0 Points	3 Points	4 Points	5 Points	Total Points	Comments
Applicant did not provide any match information.	Applicant indicated the amount of match funds, but did not include specific funds and breakdown.	Applicant indicates amount of match funds and included which fund/program they would use, but did not include specific breakdown.	Applicant indicates amount of match funds, included funding source and provided a breakdown of how the funds will be used.		

**Budget**

0 Points	3 Points	4 Points	5 points	Total Points	Comments
The proposed budget does not support the activities described in the application.	The proposed budget supports the activities described in the application.	The proposed budget supports the activities described in the application but some items are not reasonable and necessary for accomplishing the SMART objectives.	The proposed budget supports the activities described in the application and includes ONLY items that are reasonable and necessary for accomplishing the SMART objectives.		

**Penmanship (Grammar, spelling and cohesiveness)**

0 Points	3 Points	4 Points	5 points	Total Points	Comments
Application contains numerous misspelled words, grammatical errors, and is difficult to understand.	Application contained some errors, but application made sense.	Application only contained a few typos. Application very well written.	Application was completely free of grammatical/spelling errors. Applicant used excellent grant writing skills.		